Time Record Method

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Manual Method:

- Under this method the attendance time of employees are recorded either by the time keeping officer or by employees themselves.

- **i. Attendance Register Method:**

- Under this method, an attendance register is maintained for recording the attendance time. This method is followed in small sized concerns. This method is more suitable for recording the attendance time of clerical staff and other staff officers.

- **Merits:**
- (1) It is simple to maintain attendance register.
- (2) It is an economical method in comparison to other methods.
- **Demerits:**
- 1) This method is not suitable for medium and large sized businesses.
- (2) Where the attendance is marked by calling out the names of employees, there will be hold-ups near the factory gate.

- 3) Dishonest employees may mark the attendance of absentee employee.
- (4) Time keeping officer may show step motherly treatment to his friends and this will defect the purpose of time keeping.
- (5) It involves additional work for posting the entries into the individual working record.

Token or Disk Method:

- Under this method, each worker is allotted an identification number and that number is suitably painted on engraved on a round metal to ken (or disk) with the hole in it. All such token are hung in a serial order on a board at the factory gate.

- **Merits:**
- (1) It is simple to operate.
- (2) It does not involve heavy investment.
- (3) It suits to a factory which employs more number of employees.
- **Demerits:**
- (1) Dishonest practice of inserting a disc of an absentee worker by another employee may take place.
- (2) It involves more clerical work to prepare an attendance record with the help of disc, where any mistake is committed in recording attendance time

2. Mechanical Method:

- In modern age, mechanical methods of time keeping are used to save time and ensure greater accuracy. The machines record the exact time of the arrival and departure of employees. Thus, they avoid possible disputes and difference of opinions between employees and time keeping officers.

i. Dial Time Recorder:

- This method consists of a large dial on which there are about 150 holes corresponding to the number of workers. A clock is fitted within the circles of the dial together with a dial arm which operates from the centre of the circle.

- **Merits:**
- (1) Time is recorded strictly according to pay roll order.
- (2) Provision can also be made out not only to record time but also to calculate wages.

- **Demerits:**
- (1) A worker can record the time of an absentee worker.
- (2) Time of arrival and departure and separated out in two different sheets of paper which require additional clerical work.
- (3) A worker cannot see the time he has booked and disputes may arise afterwards.

ii. Card Time Recorder:

- This is a machine which is fitted with a clock on each side of which there is an 'in' and 'out' rack which contains the cards of the employees. The worker who enters the gate takes his and from the 'in' rack, inserts it in the machine.

- **Merits:**
- (1) For each and every worker's time is recorded individually.
- (2) The absence of worker can be checked by a mere look at the 'out' rack.
- (3) This can be taken as a basis for wage calculation.

- **Demerits:**

- (1) An employee can record the time of absentee worker.

- (2) Controlling and checking of cards becomes difficult.

iii. Autograph or Signature

- This type of machine is most commonly used in small sized business enterprise where supervision for time recording does not arise.

- **Merits:**

- (1) Recording of time is automatic and accurate.

- (2) Employees cannot see the recorded time.

- **Demerits:**
- (1) The worker's name does not appear as per the pay roll order.
- (2) Breakdown in the machine leads to stoppage in the recording of attendance time.

Thank You